California Department of Veterans Affairs



Serving Veterans Since 1946

Classification: Office Technician - Typing (\$2598 - \$3157)

(Typing Certificate Required)

Permanent, Full-Time

Location: Veterans Home of California, Chula Vista

Nursing Administration

Who Should

Apply: Current State employees within this classification or those who are eligible on a

certification list, transfers, or reinstatement. SROA PROVISIONS APPLY.

Duties and

Responsibilities: *Under supervision of the Director of Nursing:*

Prepare and review monthly employee timesheets, overtime slips, and absence slips.

Coordinate nursing schedules.

Compose and type routine memos, letters, and forms.

Maintain and update documentation in a computer system.

Maintain files and records, review and prepare documents.

Order and maintain supplies and equipment in assigned area of responsibility.

Responsible for answering routine inquires, in person and on the phone.

Desirable Qualifications:

Knowledge of modern office methods, supplies and equipment, including Microsoft computer programs.

Ability to read and write English at a level required for successful job performance.

➤ Ability to perform difficult clerical work independently.

Ability to utilize a wide knowledge of vocabulary, grammar and spelling.

Communicate effectively, follow oral and written directions.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Inquiries:

Department of Veterans Affairs Voice: (619) 482-6026 Veterans Home of California, Chula Vista TDD: (916) 653-1966

700 East Naples Court Chula Vista, CA 91911 **Attn: Lou Dumas**

Final Filing Date: MARCH 9, 2007

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUGFREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

310-1139-001

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